



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
OFFICE OF ACQUISITION AND GRANTS

June 29, 2005

MEMORANDUM FOR: Assistant Administrators  
Staff Office Directors  
Deputy Assistant Administrators  
Chief Financial Officers

FROM: Helen Hurcombe, Director   
Acquisition and Grants Office

SUBJECT: Contracting Officer Representative Training Requirements

This purpose of this memorandum is to remind you of the Contracting Officer Representative (COR) training requirements contained in CAM Notice 04-04, Contracting Officer Representative Certification Program, dated March 31, 2004 (CAM 1301.670).

[http://oamweb.ossec.doc.gov/docs/CAM\\_1301.67.pdf](http://oamweb.ossec.doc.gov/docs/CAM_1301.67.pdf)

In accordance with CAM 1301.670, all new and current CORs (COTRs, alternate or assistant COTRs, Point of Contact/Order Contacts(P/OC)) shall meet the criteria outlined in Section 4 - Training Requirements, by **December 31, 2005**.

The Commerce Acquisition Performance, Policy & Support (CAPPS) website [http://oamweb.ossec.doc.gov/CAPPS\\_contracting\\_officer.html](http://oamweb.ossec.doc.gov/CAPPS_contracting_officer.html) contains the latest information on the COR Certification Program.

**Training Requirements:** These requirements for training apply to:

1. all individuals nominated for assignment as CORs,
2. individuals currently serving as CORs, alternate and assistant CORs, and
3. any individual delegated contract management responsibilities by a CO on DOC contracts for DOC programs.

**Obtaining Training:**

1. On-Site:

A. For your convenience the Human Resources office currently has the following COR classes scheduled on-site at the Silver Spring campus:

COTR Level I (2 days)  
COTR Level II (3 days)  
COTR Level III (4 days)  
COTR Refresher (1 day)

July 26-27, 2005  
August 22-24, 2005  
September 12-15, 2005  
July 28, 2005

Detailed course descriptions are available; please contact Ivy M. Washington at (301) 713-0520 x 200 or via email at [Ivy.M.Washington@noaa.gov](mailto:Ivy.M.Washington@noaa.gov). Additional on site training may be planned if there is sufficient expression of interest.

B. DOC OAM is covering the tuition for the following three COR courses, to be held in the metro DC area. Each course will meet the current Level 1, 2 or 3 COR requirements for project management training. For an overview of the levels, visit OAM's website at [http://oamweb.ossec.doc.gov/CAPPS\\_corThresholds.html](http://oamweb.ossec.doc.gov/CAPPS_corThresholds.html)

To register for these classes please complete the registration form attached to this email.

| <b>COR Level</b> | <b>Course Length</b>          | <b>Course Title &amp; Description</b>  | <b>Place</b>                | <b>Dates</b>   | <b>Maximum # of Attendees</b> |
|------------------|-------------------------------|--|-----------------------------|----------------|-------------------------------|
| 1, 2, 3          | 5 days/<br>8:30am -<br>4:00pm | Scheduling and Cost Control<br><a href="http://www.esi-intl.com/Register/course.asp?coursecode=PMC-BVZ">http://www.esi-intl.com/Register/course.asp?coursecode=PMC-BVZ</a> | PTO,<br>Crystal City,<br>VA | July 18-<br>22 | 18                            |

2. Off-site Training: Please refer to Section 4 of CAM 1301.670 or go to [http://oamweb.ossec.doc.gov/CAPPS\\_cortrainingRequirements.html](http://oamweb.ossec.doc.gov/CAPPS_cortrainingRequirements.html) for a list of available off-site training and vendors.

### **Workforce Assessment Database Profile**

All CORs are also reminded to complete their Workforce Assessment Database Profile by July 29.